

TOWN OF EASTON

EMPLOYEE HANDBOOK

Revision October 2016

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TOWN OF EASTON
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Revision October 2016

Reviewed by Pension & Employee Benefits Commission

Effective Date: October 20, 2016

INTRODUCTION

This Handbook has been prepared to provide you with a general guideline of the Town of Easton's basic personnel policies on compensation, working hours, holidays, vacations, sick leave, funeral leave, jury duty, military reserve duty and the fringe benefits for which you are eligible as an Employee of the Town**. More specific descriptions of the various benefits outlined in this Handbook are available from the Payroll Department. The personnel policies and fringe benefits described in this Handbook apply to non-union employees who are not employed pursuant to a specific written agreement. Employees who are covered under collective bargaining agreements should be guided by those agreements. All Employees who were hired before July 1, 2012 and were scheduled to work 20 hours or more per week as of June 30, 2012 and employees who were hired on or after July 1, 2012 and work 35 hours or more per week, are governed by all provisions in this Handbook. Employees hired before July 1, 2012 who work fewer than 20 hours per week, and Employees hired on or after July 1, 2012, who work fewer than 35 hours per week, are only subject to the provisions in Sections 1, 2, 4, 10, and 17 through 36 (and statutory benefits to which they are entitled).

Easton has proven to be a good town in which to live and work. The quality of life in our Town depends significantly on the quality of municipal services which Town Employees provide, individually and as a team. That quality, in turn, depends on the dedication of all Employees to their work, and their capacity to work together towards the enhancement of our Town.

Many of our Employees have served the Town loyally for many years. Management wants all Employees to achieve satisfaction through their contributions. At the same time, management wants them to be compensated fairly, to enjoy a reasonable sense of security, and to share equitably in the benefits available to Employees.

*This Handbook is not a legal and binding contract. While we and you look forward to a long and mutually rewarding relationship, we recognize that circumstances can change. Thus, your employment is and remains an "at will" employment and may be terminated at any time by you or by us subject to any legal requirements.

**Employees should also review the most recent Selectman's Policies and Procedures and any Department Employee Procedures Booklet. In the event of any conflict between the Employee Handbook or such Procedures Booklets and the Law, the applicable Law shall control. In the event of any conflict with an applicable contract (e.g., insurance) the contract shall control. If a conflict is believed to exist, please bring it to the attention of the Payroll Department.

1. COMPENSATION

During the 1995/1996 year, a concerted effort was made to establish a compensation system for all non-union positions which provides fair and equitable pay. This is based on the analysis of each job's content and requirements. The Board of Selectmen sets compensation, subject to budgetary approval. In 2014, the Town began employee evaluations for non-union employees. While these evaluations have not figured directly into compensation decisions heretofore, they may be used for that purpose in the future.

In establishing the compensation system, a formal factor comparison and point-rating position evaluation system was used. Thus, factors common to exempt (salaried) positions and non-exempt (hourly paid) positions were identified. Typical were factors such as education required, experience required, judgment exercised, and extent of interactions with other employees, town officials and the public. Points were assigned based on the level of intensity for each factor.

This provided the basis for establishment of eight pay grades, with a maximum and minimum level of pay for each grade. The minimum reflects what is to be paid a new, relatively inexperienced employee. The "quarter-point" (one-fourth the distance from minimum to maximum) represents the minimum an incumbent with two years' experience in the position should be paid. The maximum is the most an incumbent in grade can be paid, unless the pay prior to the study exceeded the maximum.

All rates -- minimum, mid-point, and maximum -- are to be adjusted upwards at the time of a general increase, cost of living or otherwise, as set by the Board of Selectmen, subject to budgetary approval.

Compensation above the half-point is to be determined based on recommendation by the Town's Management, (i.e., the governing Commission or Board, Department Head, or First Selectman) as reviewed and set by the Board of Selectmen subject to budgetary approval. Increases, other than for longevity, are to be based on the incumbent's overall performance in the job. Compensation questions which cannot be resolved at the department level should be brought to the First Selectman, who may bring it to the full Board of Selectmen.

2. OVERTIME

Hourly Employees shall be paid at their regular hourly rates for all time worked in excess of the regular workweek up to forty (40) hours. Hourly Employees shall be paid at the rate of time and one-half for all hours worked in excess of forty (40) hours. In any work week, hourly Employees may not work overtime without the prior written authorization of their Supervisor.

In lieu of overtime, hourly Employees, with the approval of their Supervisor, may take compensatory time (at straight time for hours in excess of the regular workweek to forty (40) hours and at time and one-half for overtime) during the same pay period as the overtime accrued.

With the advance approval of the Employee's Supervisor and subject to accurate contemporaneous time keeping and based on the needs of the Town, hourly Employees may bank time worked in excess of their scheduled work week and salaried Employees may bank time worked in excess of ten (10) hours over their regular work week when such work is performed to meet the needs of the Department with such banked time to be taken within the same year when the needs of the Department permit. No banked time shall be carried beyond the fiscal year in which it is earned and shall be used or paid for within the fiscal year.

3. BENEFITS

Employees who are budgeted and scheduled to work thirty-five (35) or more hours per week are eligible for the following benefits with the following waiting periods:

Medical and dental insurance (if elected) will begin the 1st of the month following date of hire.

There will be a 30-day waiting period for Life Insurance coverage.

Employees working 35 hours per week or more are eligible for Long Term Disability Insurance coverage and there is a 90-day waiting period for such coverage to become effective.

Employees hired after July 1, 2012 and twenty one (21) years of age will be eligible for The Town's Defined Contribution Retirement Plan after completing six (6) months of service.

4. HOLIDAYS

The following holidays are observed by the Town of Easton and will be paid days off only for Employees working 35 hours or more per week, **or** those hired before July 1, 2012 who work 20 hours or more per week:

New Year's Day
Martin Luther King's Day
Washington's Birthday
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving Day
Day before Christmas
Christmas

5. VACATIONS

Employees shall be granted vacation time with pay. Vacation is earned on the anniversary date of employment. Duration:

(a)	Six (6) months of service:	5 working days (1 week)*
(b)	One (1) year of service:	10 working days (2 weeks)
(c)	Five (5) years of service:	15 working days (3 weeks)
(d)	Ten (10) years of service:	16 working days
(e)	Eleven (11) years of service:	17 working days
(f)	Twelve (12) years of service:	18 working days
(g)	Thirteen (13) years of service:	19 working days
(h)	Fourteen (14) years of service:	20 working days
(i)	Fifteen (15) years of service:	21 working days
(j)	Sixteen (16) years of service:	22 working days

- (k) Seventeen (17) years of service: 23 working days
 - (l) Eighteen (18) years of service: 24 working days
 - (m) Nineteen (19) years of service: 25 working days
- Maximum vacation: 25 working days.

Vacation time must be taken within 12 months of the accrual date. Unused vacation time in a given year will be lost unless extenuating circumstances prevent an Employee from taking their vacation. Under such extenuating circumstances, up to ten (10) working days' vacation can be carried over with the approval of the Employee's Department Manager and the First Selectman. Compensation will not be paid in lieu of vacation time.

Except for terminations for cause and voluntary resignations without two week notice, pro-rated accumulated vacation shall be paid to an Employee who terminates service with the Town. For such purpose, vacation will be assumed to be accumulated at the monthly rate earned by the Employee during the fiscal year in which termination occurred (e.g. an employee with 12 vacation days accumulates at one day per month). The maximum vacation payout shall be 25 days.

*If taken, this is subtracted from the ten (10) working days available after one (1) year of service, so that only five (5) days will remain to be used in the period of the first to second year of service.

6. SPECIAL ABSENCES

During each fiscal year, you may be allowed special absences. These absences are non-cumulative and include:

A. Bereavement Leave

1. Leave of up to five (5) working days, with pay, shall be granted in the event of the death of a spouse, child, stepchild, mother, father, sister, brother, mother-in-law or father-in-law.
2. Leave of up to three (3) working days, with pay, shall be granted in the event of the death of a grandparent or grandchild or for other relatives who are actual members of the household of the Employee.
3. For relatives (not indicated in 1 and 2 above) up to one (1) working day, with pay, may be taken for the purpose of attending the funeral.
4. Under extenuating circumstance of hardship, up to three (3) additional working days, with pay, may be taken with the approval of the First Selectman.
5. Any bereavement leave shall be taken within ten (10) working days after the date of death.
6. The leave is phrased in terms of "up to" the number of days because it is recognized that bereavement leave is a personal matter and in the Employee's discretion, may not require the full possible number of days.
7. An Employee shall provide documentation if requested.

B. Personal Time Off

Personal Days are earned as follows:

- (a) 1 day after 6 months of service
- (b) 2 days after 1 year of service
- (c) 3 days after 3 years of service

(d) 4 days after 4 years of service

Personal Days must be approved by the Department Head and First Selectman and requested in advance, except in the event of unforeseen circumstances. Personal time may not be used to extend time off the day before or after a paid holiday, and must be used within 12 months of the accrual date. Personal time will not be paid out upon termination of employment.

C. Military Leave

An Employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, or Reserves will be granted a Military Leave of Absence for military services, training or related obligations in accordance with applicable state and federal law. Pension benefits, health insurance benefits and other Town benefits will be calculated pursuant to applicable state and federal laws.

D. Jury Duty

Employees must inform the Payroll Department when called for Jury Duty, and provide a record of days served. The Town shall pay the difference between an Employee's regular pay and the amount received from the courts if any Employee is summoned to jury duty; provided, however, that an Employee released from jury duty before 1:00 p.m. shall immediately report back to work.

7. FAMILY MEDICAL LEAVE

The Town of Easton is a covered employer under the Federal Family and Medical Leave Act and is subject to all rules and regulations under the Act. The Connecticut Family and Medical Leave statutes and regulations do not apply to the Town of Easton as said Act specifically excludes Towns.

The Family and Medical Leave Act allows eligible Employees to take leave for the reasons specified in the law. Eligibility for leave, the reason for leave, the allowable length of leave, and the protections of the Act are specified in the Act and related regulations.

It is the policy of the Town of Easton to grant Family Medical Leave Act to the full extent of the law. For Employees with accumulated paid leave, leave is first charged to the Employees' accrued paid leave which is eligible for use based on the reason for the FMLA leave. Sick leave, if applicable, vacation and personal leave run concurrently with FMLA leave time until the paid leave is exhausted. When an Employee has no accrued leave time or when accrued paid leave time is exhausted, FMLA leave is unpaid. During the period of FMLA leave, whether paid or unpaid, an Employee remains eligible for health insurance coverage paid by the Town to the same extent as prior to the leave.

Questions concerning the FMLA can be directed to the Town's Payroll Department.

8. SICK LEAVE

The Town's Sick Pay Plan covers your absence from work due to a non-occupational sickness or disability. The benefits and procedural guidelines are:

Employees regularly working 35 or more hours per week will accumulate sick leave at the rate of 10 hours per month for each month of employment, cumulative to 1000 hours maximum.

You, a family member, or your physician, must notify your Supervisor on the first day of the sick leave and on each succeeding day up to one week; thereafter, notification should be given on the first working day of each week.

You will be paid at the rate of 100% of your regular pay while on sick leave until benefits are exhausted.

A Department Supervisor or the Payroll Department will request medical evidence of sickness or disability from a physician or hospital following the third day of any such leave. After an Employee has been out of work one (1) week for sickness or disability, the Town has the right to have the Employee examined by a physician chosen by the Town at its expense as often as it deems necessary.

Your Department Supervisor will maintain sick leave records and provide the Payroll Department with account totals each pay period.

Sick leave may also be used to care for a member of your immediate family who is sick and requires your personal care. Immediate family is defined as spouse, child, parent, parent-in-law, or any relative living in your household. Use of sick leave to care for family members may be denied where the operations of the Town would be adversely affected.

The Town will pay unused accumulated sick leave to an Employee who retires or to the designated beneficiary of an Employee who dies while an active employee or to an employee who has been employed at least five (5) years, and who terminates in good standing with two weeks' notice as follows:

For Employees regularly working 35 or more hour per week a maximum of 500 hours accumulated sick leave shall be paid.

9. LONG TERM DISABILITY INSURANCE

Employees regularly working thirty-five (35) hours or more per week are covered by the Long Term Income Protection Insurance Policy which takes effect on the first day of the month following ninety (90) days of employment. It covers both occupational and non-occupational injuries and sicknesses according to the provisions of the policy in effect during the time of employment.

10. WORKERS' COMPENSATION

If you are injured or disabled in the course of the performance of your duties, you shall be entitled to Workers' Compensation. The Town may request examination by a physician chosen by the Town and at the expense of the Town. Medical expenses and income benefits are paid from the day of the occupational injury in accordance with Connecticut's Workers' Compensation Law.

The Town will pay an Employee for time lost as a result of work-connected injury equal to the difference between workers' compensation payments and his regular take home pay, to a maximum of twelve (12) weeks. These payments shall not reduce accumulated sick leave.

11. MEDICAL AND DENTAL INSURANCE

The Town offers group health insurance in the form of a high deductible health plan. Details as to the exact nature of the insurance plan, and information as to limits of coverage, are contained in descriptive material available from the Payroll Department. Dental insurance is also made available at the Town's group rate. The Payroll Department will handle your applications.

Prior to age 65 retirees may continue their regular medical benefits at the retired Employee's expense.

At age 65, retirees become eligible for Medicare and at that time they will be offered coverage which supplements Medicare, Parts A and B at the retired Employee's expense.

Upon retirement, Employees can continue insurance by making the required premium payments to the Town on a monthly basis.

The Town reserves the right to change insurance coverage and plans at any time.

12. IN LIEU OF MEDICAL INSURANCE BENEFITS

Employees who elect not to take the health insurance coverage provided by the Town, upon signing of a waiver, shall receive the following annual payment in lieu of such coverage less necessary taxes:

- \$ 1,000 (if eligible for individual coverage)
- \$ 2,000 (if eligible for individual plus one dependent coverage)
- \$ 3,000 (if eligible for family coverage)

Employees who are married to each other may:

- (a) Have one elect medical insurance benefits and the other elect payment in lieu of individual coverage benefits,
- or**
- (b) Both elect payment in lieu of benefits with one for individual coverage and the other for individual plus dependent or family coverage as applicable.

Elections and payments shall be on the basis of current status.

Such payments shall be made in two lump sums in the payroll period nearest to December 1 of each year and June 1 of each year.

In order to receive a payment in lieu of coverage, the Employee shall apply for same by letter to the Payroll Department between June 1 and June 30 of the fiscal year preceding the fiscal year in which the insurance coverage will be dropped.

Employees who have opted for payment in lieu of insurance, but find during the year that their insurance needs have changed, may, subject to the requirements of the insurance carrier, elect to change to insurance coverage and will reimburse the Town for payment received, pro-rated for the number of months in the fiscal year that the Employee received insurance coverage. The Employee must offer proof of insurability.

13. LIFE INSURANCE

After one month of employment, the Employee is provided \$50,000 Group Term Life Insurance and \$50,000 Accidental Death and Dismemberment Benefits. Details of this coverage are available from the Payroll Department.

14. EMPLOYEE ASSISTANCE PROGRAM

The Town provides an Employees' Assistance Program. See the Payroll Department for details.

15. RETIREMENT BENEFITS

A Town sponsored Pension Plan exists for employees hired before July 1, 2012, and is administered by the Pension and Employee Benefits Commission. A description of the Plan including Payment Options, Disability, Death Benefit and Example of Payment are explained in the booklet entitled "Summary of the Town of Easton Retirement Plan II" together with supplements and modifications to the Plan. Employees of the Town Pension Plan currently contribute 2.25% of their gross earnings to the plan. Copies may be obtained at the Payroll Department.

All Employees hired on or after July 1, 2012, are exempt from joining the Town Pension Plan and will only be eligible for the Town's Defined Contribution Retirement Plan option. Eligibility for the Defined Benefit Retirement Contribution Plan will commence after six (6) months of employment. The Town will match up to seven (7) percent of an Employees contribution.

The Town reserves the right to change retirement benefits and contribution rates.

16. LONGEVITY

Employees hired before January 29, 2008 shall receive longevity pay based on the following:

<u>Continuous Years of Service</u>	<u>Annual Longevity Pay</u>
5 years, but less than 10	\$200.00
10 years, but less than 15	\$400.00
15 years, but less than 20	\$600.00
20 years or more	\$800.00

Longevity pay shall be earned on the Employee's anniversary hiring date and paid on the pay

date following the pay period on which the longevity anniversary date is reached. Employees hired after January 29, 2008 shall not be eligible for longevity pay.

17. CREDIT UNION

You may join the Trumbull Credit Union by signing a deduction form agreeing to have funds deducted from your paycheck and forwarded to the Credit Union by the Town. You may participate in their savings plan and Holiday Club. Loans are available for the purchase of new and used cars, home equity and personal use through the Credit Union. Rates and limits are available upon request.

18. TAX DEFERRED ANNUITY (Optional)

The Town offers several optional tax deferred annuity plans, known as a 457 Deferred Compensation Plan, which allow a Town Employee to have a portion of present earnings deferred from each pay period and thereby defers current income taxes to be paid in the future. Information on these plans is available at the Payroll Department. The Town makes no matching contribution on this optional plan.

19. PART TIME EMPLOYEES

For purposes of this Agreement, part time Employees are Employees who are regularly scheduled to work twenty (20) or more hours per week, but less than thirty-five (35) hours per week. Such Employees are eligible for prorated paid holidays and sick time in accordance with the applicable law.

Effective July 1, 2017, part time Employees shall be eligible to participate in the Town of Easton Defined Contribution Retirement Plan. Employees who elect not to participate in the Defined Contribution Retirement Plan shall be eligible for a paid vacation benefit after one (1) complete year of service.

The paid vacation benefit shall be equal to two (2) paid vacation days for each year of service to a maximum of fifteen (15) days of paid leave. Vacation eligibility shall be calculated based on the Employee's anniversary date of hire.

One (1) "day" for part time Employees shall be defined as twenty (20%) percent of the number of regularly scheduled weekly hours assigned to that individual part time Employee.

Part time Employees shall receive holiday pay for any days of a scheduled Town holiday that is part of their normal scheduled work week.

Part time Employees shall be eligible for two paid bereavement days, annually, with the approval of the First Selectman.

If an Employee selects the option of participating in the Defined Contribution Retirement Plan in lieu of the vacation benefit, they cannot reverse this decision.

However, an Employee who initially elects the vacation benefit is eligible for a one time change to participate in the Defined Contribution Retirement Plan.

Part time Employees are not eligible for personal time or insurance benefits, unless otherwise specified by law.

Elected Officials, for which this section applies, shall be eligible after the 2017 Municipal Election, provided necessary funds have been budgeted.

20. CODE OF ETHICS

Easton has a Code of Ethics, the provisions of which you will find in the Town's Ordinances, a copy of which appears in Appendix A. You should familiarize yourself with and abide by this Code as an Employee of the Town.

21. TWO-WAY COMMITMENT

A two-way commitment, between the Town's Leadership and Employees, is deemed essential to achieve a productive and satisfying workplace. Towards that end, Management at all levels will endeavor to:

- Compensate Employees fairly;
- Provide a safe work place;
- Provide job and personal security through a range of benefits;
- Keep Employees informed;
- Respond to concerns expressed by Employees; and
- Offer opportunities for learning and growth to the extent possible.

Employees are expected, in return, to:

- Give their best efforts in providing services in which they can take pride;
- Work collaboratively with other Town Employees toward shared goals;
- Keep the work place safe;
- Consider the public as the ultimate "customer" for the services we provide and to seek ways to serve that customer better;
- Treat fellow Employees and the public in a courteous manner.

22. TEAMWORK

Although an organization consists of units, each of which has a specialized function, the organization's performance is enhanced to the extent that Employees have a shared sense of mission and collaborate towards achievement of a common purpose.

Our purpose is to provide the public with efficient and effective government, and to continuously improve our delivery of such services.

In doing so, all Departments shall collaborate, whether in the sharing of information, or resources, or simply by helping each other.

23. KEEPING EMPLOYEES INFORMED

Town management (Selectmen and Department Heads) will attempt to keep Employees informed of relevant matters through periodic meetings, memoranda, and telephone calls.

The Town's objective is to share information based on "What do you want to know?" as well as "What do we think you need to know to do your job effectively?" ~ with due regard for respecting the demands for personal privacy on given issues.

24. GRIEVANCES

Management wants very much to respond to grievances. Any Employee who feels that he/she has been treated unfairly has the right, without prejudgment or penalty, to make an appeal, first to the Department Head, then the Commission Chairperson (if any) and finally to the First Selectman.

25. THE BOARD OF SELECTMEN SETS HUMAN RESOURCE POLICIES AND PRACTICES

The Board of Selectmen sets human resource policies and practices including, but not limited to: compensation and benefits, hiring, training, teamwork, job descriptions, job classifications, the creation of new positions, the elimination of existing positions, and the performance review and improvement process.

The First Selectman is the Town's Chief Human Resource Officer.

26. EQUAL EMPLOYMENT OPPORTUNITY

The Town of Easton is an Equal Opportunity Employer. The Town hires and promotes Employees on the basis of their qualifications, without regard to race, color, religion, national origin, sex, age, disability, veteran status, marital status or sexual orientation. The Town complies with all applicable federal, state and local labor laws.

27. VERIFICATION OF EMPLOYMENT ELIGIBILITY

The Immigration Reform and Control Act of 1986 (Form I-9) requires that all Employees hired provide documentation establishing identity and authorization to work in the United States. Any one of the following documents is sufficient, on its own, to meet the requirements:

- An unexpired United States Passport
- An unexpired foreign passport with an I-551 stamp
- An alien registration card or permanent resident card
- An unexpired employment authorization card
- An unexpired employment authorization document, issued by the United States Customs and Immigration Service, which contains a photograph
- An unexpired foreign passport with Form I-94 containing an endorsement of nonimmigrant status

An employee who does not have one of the documents listed above must produce two documents: one establishing that he or she is authorized to work in the United States and another verifying identity.

To prove employment authorization, United States Customs and Immigration will accept the following documents:

- A Social Security card
- A U.S. birth or birth abroad certificate
- A Native American tribal document
- A U.S. citizen ID card
- Unexpired employment authorization documents issued by the Department of Homeland Security

As proof of identity, the United States Customs and Immigration Service will accept the following documents:

- A current U.S. or Canadian driver's license that contains a photograph or description of personal characteristics
- A federal, state or local identification card with a photograph on it
- A school ID card with a photograph
- A voter's registration card
- A U.S. military card or draft card
- A military dependent's ID card
- A U.S. Coast Guard Merchant Mariner card
- A Native American tribal document

For workers age 16 or younger, the United States Customs and Immigration Service considers a school report card, daycare or nursery school record, or a hospital record acceptable as proof of identity.

28. DRUG-FREE/ALCOHOL-FREE WORKPLACE POLICY

The Town is committed to providing and maintaining a drug-free and alcohol-free workplace. The manufacture, distribution, dispensing, possession, or use of a "controlled substance" (as defined by the Drug-free Workplace Act of 1988) or alcohol is unlawful and prohibited. The use, possession, transfer, or sale of a controlled substance in the workplace is in violation of this policy and a serious offense subject to disciplinary action which may include termination of employment and legal prosecution. Where such a complaint is determined to be valid, prompt remedial action will be taken by the Town up to and including termination of the employment of the offending person.

29. SMOKING

In accordance with the Connecticut State Statutes Sections 1-21b, 31-40r, 31-40s, smoking is prohibited within Town facilities except at designated areas.

30. HARASSMENT/SEXUAL HARASSMENT/WORK PLACE VIOLENCE

The Town is committed to maintaining a professional work environment that is free of discriminatory intimidation, harassment, and violence. We believe that it is the duty of each employee to contribute to the respectful working environment of others, free of harassment and violence.

Sexual Harassment means "any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) Submission to a rejection of such conduct by any individual is used as the basis for employment decisions affecting such individual; or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

Any Employee who believes that he or she has been harassed or sexually harassed or suffered workplace violence should report the incident to our First Selectman, whose functions include personnel administration, or if conflicted, to another Selectman. A prompt and confidential investigation of the incident(s) will be conducted. No retaliation of any kind will be taken against an Employee who brings a harassment or violence issue before management.

31. CONFORMANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

It is the policy of the Town to conform to the provisions of the Americans with Disabilities Act. The Town bases hiring and other employment-related decisions on the ability of an individual to perform essential functions of each position with due regard for provision of reasonable accommodation for disabilities. Decisions regarding hiring, leaves and return from leaves, and termination of employment will be made on this basis.

32. HOURS OF WORK

The Town Hall is open to the public five days per week from 8:30 a.m. to 4:30 p.m. Certain Departments have hours particularly with respect to the public which vary from this schedule. Most Town Hall salaried Employees work this schedule with one hour for lunch. However, there is some variation of working hours for specific positions in some Departments. Work schedules for hourly Employees are set by their individual Department Manager, with the approval of the First Selectman.

As a Town Employee, your major function is to serve the Citizens of Easton. It is important that all Employees are punctual in starting and quitting hours in order that this service is assured during the hours of 8:30 a.m. to 4:30 p.m.

33. PROBATIONARY PERIOD

All newly hired Employees are subject to a six (6) month probationary period during which they may be terminated without cause at the discretion of the Department Manager and First Selectman. After the probationary period, an Employee will be given a written statement of the reason for termination but no hearing or meeting on the termination will be held.

34. REVIEW OF EMPLOYEE HANDBOOK

The Handbook will be reviewed as needed by the Board of Selectmen. Please make certain that you have the most current revision. Verification can be made with the Payroll Department.

35. POLICIES AND PROCEDURES

Policies and procedures to assist Town operations and the implementation of this Handbook and the management of employees are adopted and modified from time to time. These policies and procedures will be distributed as adopted. A copy of the most recent policies and procedures is available at the Payroll Office or at the First Selectman's Office.

36. BREAK IN SERVICE

An Employee who has had employment with the Town terminated shall, if re-employed within six (6) months of such termination, have the benefits computed as if there were no break in service.

APPENDIX A CODE OF ETHICS

1. There shall continue to be a Code of Ethics established in order to acquaint the public with a desired level of ethics in local government; to set suitable ethical standards for all public officials and employees; to set forth general principles of conduct to guide such officials and employees; and to prohibit acts or actions of such officials and employees which are incompatible with the discharge of proper public duties.
2. As used in this herein: "Town Officer" shall include any official, employee, agent, consultant, or member, elected or appointed, of any Board, Department, Commission, Committee, Legislative Body or other Agency of the Town of Easton, paid or unpaid, with the exception of employees and agents of the Board of Education who shall be governed by Regulations of said Board and the General Statutes; "Financial Interest" shall mean any financial interest, direct or indirect, which is more than nominal and which is not common to the interest of other citizens of the Town; and "Indirect Interest" shall include but is not limited to the interest of any subcontractor in any contract with the Town and the interest of any person or his immediate family in any corporation, firm or partnership, which has a direct or indirect interest in any transaction with the Town; "Transaction" shall include the offer, sale or furnishing of any real or personal property, material, supplies or services by any person, directly or indirectly, as vendor, prime contractor, subcontractor or otherwise, for the use and benefit of the Town for a valuable consideration excepting the services of any person as a Town Officer; "Confidential" as used herein shall mean personal matters and financial matters which, if disclosed, would be of detrimental interest to the Town and a violation of the trust placed in that person; words of the masculine gender shall include the feminine.
3. No Town Officer shall engage in any transactions or shall have a financial interest or other personal interest which is incompatible with the proper discharge of his official duties in the public interest or would tend to impair his independence of judgment or action in the performance of his official duties.

Without limiting the nature and type of potential conflicts of interest, the following examples of specific conflicts are hereby set forth for the guidance of all Town Officers:

- a. **INCOMPATIBLE EMPLOYMENT** - No Town Officer shall engage in or accept private employment or render services for private interest when such employment or service is incompatible with the proper discharge of his official duties, or would tend to impair independence of judgment or action in the performance of his official duties.
- b. **USE OF TOWN FACILITIES** - (1) No Town Officer shall request or permit the use of Town-Owned vehicles, equipment, facilities, materials, or property for personal convenience or profit except when such are available to the public generally or are provided as Town policy for the use of such Town Officer in the interest of the Town. (2) No Town Officer shall grant any special consideration, treatment, favor or advantage to any person beyond that which is generally available to residents and taxpayers of the Town.
- c. **GIFTS AND FAVORS** - No Town Officer or his immediate family shall accept any valuable gifts, thing, favor, loan or promise which might tend to influence the performance or nonperformance of his official duties.
- d. **DISCLOSURE OF CONFIDENTIAL INFORMATION** - No Town Officer shall, without proper authorization disclose confidential information concerning the property, government or affairs of the Town. Nor shall he use such information to advance the financial or private interest of himself or others.

e. APPEARANCE BEFORE TOWN AGENCIES - No Town Officer shall appear on behalf of private interests before any Board, Agency, Committee or Commission of the Town; nor shall he represent private interests in any action or proceeding against the interest of the Town in any litigation to which the Town is a party. Nothing herein shall prohibit a Town Officer from appearing before any such Board, Agency, Committee or Commission on his own behalf.

4. Any Town Officer having a financial interest in any transaction with the Town, or in any action to be taken by the Town, shall first divulge and disclose such interest in writing to the Committee, Board or Agency involved, and if no such Committee, Board or Agency is involved, to the Board of Selectmen; and shall further refrain from using his office to exert his influence or vote on such transaction or action.

5. There shall continue to be a Board of Ethics in and for the Town which shall be charged with the administration of this Code of Ethics and which shall consist of five (5) members. Not more than three of said members shall be of the same political party, and none of whom shall hold any of the appointed or elected Town offices, to be a Town employee, or be a member of the Town Committee of any political party.

a. Members of the Board of Ethics shall be appointed for two (2) year terms. No elector may serve for more than six (6) successive years.

b. The Board shall promulgate and adopt reasonable rules and regulations for the administration of its proceedings. The rules and regulations so promulgated and all amendments thereto shall be made available at the office of the Town Clerk to any elector of the Town.

c. The Board shall receive all complaints, in accordance with the Board of Ethics Rules of Operations, of violation of this Code, shall investigate the same and, after giving the Town Officer concerned an opportunity to be heard, shall, within thirty-five (35) calendar days make such findings and recommendations as it may deem appropriate in each case to the Board of Selectmen. The Board of Selectmen shall, thereupon, take such action as it may deem appropriate.

d. Upon written request of any Town Officer, said Board shall render an advisory opinion in writing to such Town Officer with respect to this Code.

TOWN OF EASTON

I, the undersigned Employee of the Town of Easton, have received and reviewed a copy of the Town of Easton Employee Handbook October 2016.

Print Name_____

Employee Signature_____

Date_____